

What are the key components of Annual Operating Plans?

An annual operating plan (AOP) is a detailed plan, aligned to the Strategic Goal Areas, Performance Objectives, and Key Performance Indicators (KPIs) that outlines an organization's operational activities for the coming year. It typically include some, or all, of the following components:

- 1 Action Plan:** The AOP should include a detailed action plan that outlines the programs or steps (initiatives) and actions (Action Steps) needed to achieve the organization's goals and performance objectives. This includes assigning responsibilities, setting timelines, and identifying the resources and costs needed to execute the plan. Action plans typically include things like initiatives and action steps.
 - **Initiative** – A plan, program, project, process or task that will have a positive impact on progress towards a performance objective.
 - **Action Step** – Individual steps needed to be completed to execute an initiative.
- 2 Resource Allocation:** The AOP should include a detailed plan for allocating resources, including personnel, equipment, and technology, to support the execution of the action plan.
- 3 Financial Budget:** AOP should include a detailed financial budget for the year ahead. This includes revenue forecasts, expense projections, and capital expenditure plans.
- 4 Risk Management Plan:** The AOP should include a risk management plan that identifies potential risks to the organization's operations and outlines strategies to mitigate those risks.
- 5 Communication Plan:** The AOP should include a communication plan that outlines how the organization will communicate progress towards achieving its goals and objectives to stakeholders such as employees, customers, and investors.

What is the school board's role in Strategic Planning?

- ✓ Approve the process to be followed in developing the plan, ensuring involvement from key stakeholders
- ✓ Approve the plan
- ✓ Align the board's work to the plan
- ✓ Help communicate the plan to stakeholders
- ✓ Allocate resources to support the plan through the budget process
- ✓ Monitor the plan progress on a regular basis
- ✓ Hold the superintendent accountable for executing the plan

What is the superintendent's role in Strategic Planning?

The superintendent's role is to work in tandem with the board as a part of the Governance Team to develop the plan. Once approved, it is the superintendent's responsibility to carry out the plan and report progress back to the board.

What is the school board's role in Operational Planning?

Operational planning is the responsibility of the Superintendent and his or her staff. The role that the board plays is...

- Approving the annual operating budget, ensuring its alignment to the strategic plan.
- No less than annually, evaluating the superintendent on the outcomes (through KPIs) produced from the operational plan.